

**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, 6<sup>th</sup> Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

**August 1, 2018**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Berkeley or Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., August 31, 2018.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary Anderson via e-mail at [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,

Gary M. Anderson  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE**

**OFFICE SPACE IN BERKELEY OR CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – South Carolina Department of Employment and Workforce**

- Location: Berkeley or Charleston County
- Expected occupancy date: 12/1/2019
- Total space needed is approximately 6,900 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal include the common area factor (%).
- Ideal set up should include, but is not limited to:
  - **Personnel Areas:**
    - Three (3) private offices for directors of approximately 180 square feet each
    - Twelve (12) private offices for staff of approximately 120 square feet each
    - Open floor area approximately 1,700 square feet to accommodate 21 cubicles of approximately 80 square feet each (Cubicles to be provided by Agency)
  - **Standard Support Areas:**
    - One (1) medium-sized reception area, to accommodate up to 6 people at a time of approximately 100 square feet
    - One (1) break room (to include sink and counter tops) to accommodate 10 people at a time of approximately 200 square feet
    - One (1) copy/fax/printer area (to include cabinets or storage space for supplies) of approximately 200 square feet
    - One (1) IT closet for network rack of approximately 40 square feet
    - One (1) storage room of approximately 120 square feet
    - One (1) large-sized conference room of approximately 350 square feet to accommodate 12 people at a time
    - One (1) medium-sized conference room of approximately 250 square feet to accommodate 8 to people at a time
    - One (1) small-sized conference room of approximately 120 square feet to accommodate 4 people at a time
    - One (1) focus/privacy room of approximately 50 square feet
    - One (1) workroom of approximately 120 square feet



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- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 51 parking spaces are required, preferably 40 reserved spaces. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5, 7 or 10 year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at:**  
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>  
**or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by the Real Property Services by **4:00 p.m., August 31, 2018.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.





**Henry McMaster**, Governor  
**Marcia S. Adams**, Executive Director

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**CONTACT INFORMATION**

All information and questions should be directed to the following person – no direct contact can be made with South Carolina Department of Employment and Workforce. Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

GARY M. ANDERSON  
DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> FLOOR  
COLUMBIA, SC 29201  
PHONE: 803-737-0644 FAX: 803-737-0592  
EMAIL: [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov)

